

March 9, 2011

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| Present: | Adriana Paulson, Awichu Akwanya, Denise Reed, Jasmin Kirkland, Keith Stevenson, Nelson Leone, Paul Moose, Rebecca Baez-Garcia |
| Excused: | Ana Briones-Espinoza, Jeannine Nash, Sonia Ruiz |
| Absent: | Margie de Ruyter, Scott Suckow. |
| Staff: | Dale Fleming, Sylvia Melena, Juana Duenas, Corinne M. Rodriguez |
| Guests: | |

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| Call to Order: | (Jasmin Kirkland– chair) | 5:33 P.M. |
| | Roll Call: | |
| | Roundtable - Introductions | |

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| Acceptance of Agenda Moved: Keith Stevenson | Second: Rebecca Baez-Garcia | Approved Unanimously |
| Approval of Minutes <ul style="list-style-type: none">February 9, 2011 | | |
| Moved: Rebecca Baez-Garcia | Second: Nelson Leone | Approved Unanimously |

Action Items:

- Discussion on new CAB Executive Committee appointments

Handouts:

- *Live Well, San Diego! Fostering Safe Communities*
- CAP FY10-11/CY2011 Expenditure Report

Presentations: None

Discussion: CAB Members

- Extra copies of Agenda and Minutes will be available at CAB meetings in the event that Alternates attend.
- CAB Executive Committee terms are usually one year. These positions are currently filled by the Jasmin Kirkland (Chair), Scott Suckow (Vice-Chair) and Sonia Ruiz (Secretary). In the event that there aren't any members who are interested in serving, current committee members will be asked to serve another term.

CAB Vacancies

- There are three CAB seats that have expired and must be filled. There are a total of 12 vacancies which include alternate seats. Other CAB seats will be expiring in June 2011. The current vacancies are as follows:
 - **Economically Disadvantaged:**
 - Central Region - Alemi Daba's term expired. Awichu Akwanya has been her alternate who could step up to her position. He will be required to submit new application.
 - East Region - Carol Conger-Cross' term expires on March 24, 2011. Cornelius Bowser is a potential candidate to fill this seat.
 - North Central – Nelson Leone's term has expired. Mr. Leone has agreed to serve one more term.
 - Filipa Rios from Community Resource Center in Encinitas is interested in serving as an alternate but has not responded with her application.
 - There are a couple of CAB members whose terms will be expiring in June 2011. CAB Nominating Committee will begin discussion to fill and/or re-appoint members if appropriate.
 - **Public Sector:**
 - District 3/Pam Slater-Price: Continues to have a vacancy.
 - District 5/Bill Horn: John Salazar's term expired on January 3, 2011; a new candidate is needed to fill this vacancy.
 - District 2/Diane Jacob: Marie Mendoza resigned. This seat must be filled ASAP.
 - **Private Sector:** Kaiser Permanente/Keith Stevenson has served his second term. He is interested in serving a new term. Application will be provided for him to re-apply and go through the selection process for a new term.
 - Scott Suckow's term expired January 3, 2011. Scott is interested in serving a second term.
 - Chair reminded CAB to refer any interested parties to apply. The importance of continuing outreach activities was discussed.

- CAP is currently required to report vacancies to the State on monthly basis. This is result of an Audit finding from three years ago.
- CAB members were reminded that if they are not able to attend a board meeting, it is important and their responsibility to call their alternates so that they may attend in their absence.
- CAB members will be provided with additional information about CAP to use in conjunction with CAP Brochure when conducting outreach to recruit CAB membership.
- Paul Moose, still pending BOS confirmation to serve as alternate for Economically Disadvantaged Sector in North Central Region.

CAB Roles and Responsibilities

- CAP staff provided copy of By-Laws - Article 3 which outlines the duties of the board and what their roles are. Roles and Responsibilities were reviewed and CAB was reminded to review their by-laws if they had questions.
- New members were reminded to read up on roles and responsibilities at this time and how they apply to the bylaws. In addition, CAB also discussed Articles 4 and 5 which state CAB responsibilities as it refers to subcommittees. CAP staff is available to answer any questions and concerns.
- CAB discussed that part of their responsibilities was to review and be knowledgeable of CAP programs and make recommendations to the BOS. CAB can participate in the development and implementation of all CAP programs and policies as they relate to the economically disadvantaged. CAP programs/initiatives are usually designed internally at first along with funding for new initiatives. CAP brings the programs before the CAB to inform them what is being worked on.
- Scott (vice-chair) expressed that the board would like to be more involved in the planning process for the CAP Plan which starts with going over the entire process of putting together the plan. It begins with the development of the community needs assessment (which is part of the plan), the programs which we currently administer and future program changes based on the needs of the community in order to guide the direction of services.
- CAB should be a forum for the economically disadvantaged residents and for community involvement in the program. When CAB represents our communities, as well as the public and private sectors, in doing outreach or working out in the community, members should be able to share concerns with CAP because they might apply to the programs CAP administers. This will ensure that we are not missing something that the community is voicing. The purpose of CAB involvement in this process would be to invite community members to join CAB.
- CAB Discussed Section 8 of the by-laws that refers to the designated officials, County Board of Supervisors (BOS) and the approval powers that they have regarding programs and priority proposals. An example is the CSBG allocation letter as well as enforcement and compliance of all the conditions of the funding source grant; CAB is under the umbrella of the BOS which oversee these processes. They could potentially delegate those duties if they wanted to, but in this county they maintain that responsibility.
- CAB members also expressed interest in taking a more active role in order to support CAP staff. In the past CAP did do much of the work. With CAP's transition to Strategic Planning and Operational Support, CAP lost 4 positions. CAP is currently operating with less staff, this is an opportunity for CAB to become more informed and engaged in community outreach to fill CAB vacancies and assist with some of the Board duties such as Agenda and/or meeting minutes. CAP can continue to provide support to transcribe and copy documents for CAB.

Community Action Month

- May is Community Action Month and a volunteer recognition event is held each year. Normally, EITC volunteers are recognized in addition to FSS staff that may perform above and beyond during tax season. The event requires coordination to find a venue and plan the event. CAP has a small budget and in the past CAP has engaged other sectors of the agency for support.
- CAB Chair requested that a subcommittee be developed for the CAP Volunteer Recognition event and to be placed as an action item on next month's agenda. Juana will research the day of CAP's National event and this year's theme.
- Recognition event can be held any time of the week, but we have to consider CAP executive staff's schedules.
- CAP Staff will check the file for a general checklist for items that need to be done. Advertizing/PR/Contracts- all information will be provided as well. Last year an online Evite was sent out which included an RSVP and tracked the attendees. A press release was also included.

CAP Plan

- A Draft copy of the CAP Plan (2012/2013) will be sent out electronically for the board's review.
- April's meeting is going to be devoted to review the CAP Plan. When members receive the electronic copy, they'll have the rest of the month to review the plan, ask any questions and provide input. In addition, the CAP Plan guidelines will be provided. Each requirement is thoroughly explained in the guidelines.
- The Plan must be approved by CAB in April so that it can be submitted with a Board Letter to the Board of Supervisors for May 2011 for approval. Plan is due to the State by June 30, 2011.
- Public Hearings for the CAP Plan revealed that priority areas of need for the community include transportation, employment/unemployment and affordable housing.
- CAP Plan projections are based on current funding. In the event of budget cuts, CAP will be submitting a revised plan to the State.

Director's Report:

Dale Fleming

- HHSA's Advisory Board Commissions/Councils Meeting is tomorrow, March 15th, in conference room #305 from 3:00 pm to 5:00 pm at the County Administration Building located at 1700 Pacific Coast Highway. Advisory board chairs, there are 18 boards, attend this meeting where we will discuss all the programs and budget issues and they then bring back the information to the group.
- Discussions consist of programs that are being rolled out including Fostering Safe Communities. Each chair will be given some homework. Nick will be there and you will hear about the state of the agencies finances. Rene Santiago will have an update about Building Better Health. Laurie Bays, Executive Director of Fostering Safe Communities, and the Administrator of Public Guardian. The Social Services Advisory Board Mtg. is also meeting on that day.

Sylvia Melena

- Update on the CalFresh Restaurant Meal Program – The County is collaborating with the California Restaurant Association. In addition, the County is working with the Social Services Advisory Board Ad Hoc Meeting recommendations regarding the CalFresh program. On Tuesday, March 15th, a board letter will be heard where it discusses the feasibility of both the Restaurant Association's and Advisory Board's recommendations.

Announcements:

None

Adjournment**7:03 PM**

Moved: Rebecca Baez-Garcia

Second: Nelson Leone

Approved Unanimously

Minutes approved by:

Jasmin Kirkland, Chair

Date